

ELECTRONIC BUSINESS REGISTRATION GUIDE

PART ONE: CREATE USER ACCOUNT

You will need an email address and your 9-digit Taxpayer Identification Number (TIN) to register. Without these, you will be unable to register at this time.

Step 1. Access the on-line Bidder registration at http://www.in.gov/idoa/proc/bidder_reg.html and select Start your registration now at the bottom of the page. Then click on **Start your Registration Now** link.

Step 2. Enter the following fields:

First name – Enter your first name.

Last name – Enter your last name.

Company – Legal name of your company

Title – Your title in the business

Email ID – Enter the email address where we will send notices of opportunities to bid on goods and services.

Address - Enter your address. If you enter an address outside of the USA, please make sure you select the proper country from the country drop before entering the address information. You must fill out the address 1, city, state, postal code, telephone and contact name.

Telephone – Enter the telephone number where we can contact you.

Email Confirm – Enter your email address again to confirm it. This address will be used as your User ID to change your bidder profile.

Password – Enter your password. This password must be at least six characters including at least one letter and one number. It is case sensitive – CAPITALS are different from lower case letters.

Confirm Password – Enter your password again to confirm it.

Question – Select a question from the drop down list. This question will be if you forget your password and ask to create and email you a new password.

Answer – Enter the answer to the question you selected.

Click the yellow “Continue” button and go to Step 3 of these instructions.

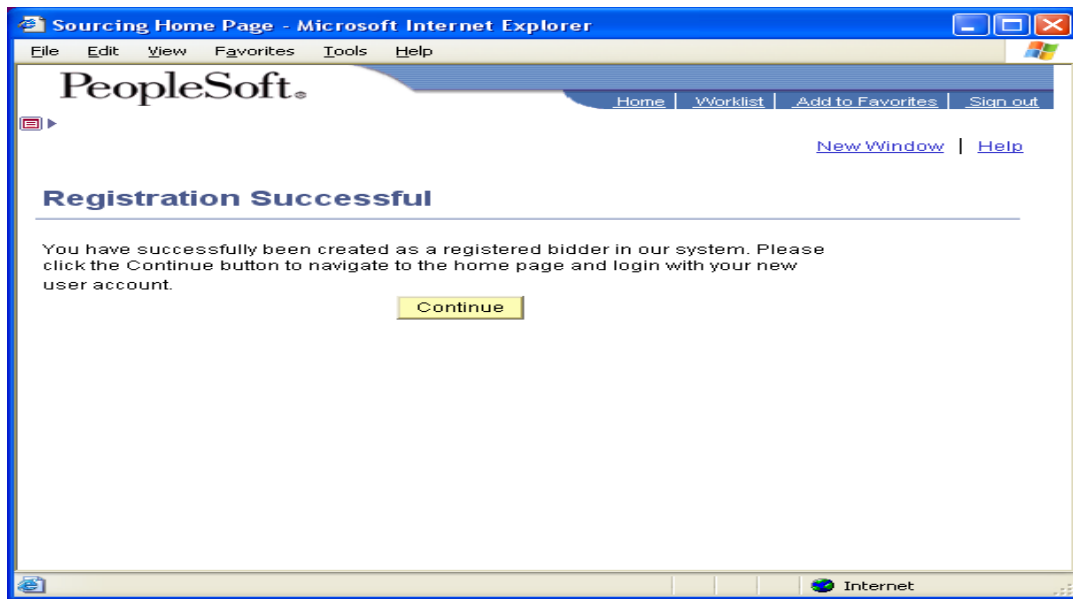
Step 3. Enter the following fields:

ID Number – Enter the Taxpayer Identification Number for your business. This may be your Federal Employer ID or your Social Security Number.

Terms and Conditions – Click on the checkbox after you review the terms and conditions for using this Bidder site.

Click the yellow “Submit” button and you will see the Registration Successful confirmation page.

Click the yellow “Continue” button and go to Part two: Updating your bidder profile.



If you did not continue and are now wanting to update your profile you must access the bidder profile update page at http://www.in.gov/idoa/proc/bidder_reg.html. You will need to pick the link **review or change your information** to continue with your updating of your bidder profile.

PART TWO: UPDATING YOUR BIDDER PROFILE

Your Bidder Profile includes information about the goods and services you provide, any pricing preferences, and additional contact information.

Step 1. The Bidder Welcome page includes a list of required information. Review this page and be sure you have everything you need. You will not be able to save your registration if any of this information is missing. Click on the yellow “Next” button and go to Step 2 of these instructions.

The screenshot shows a web browser window titled "EMPLOYEE - Microsoft Internet Explorer". The address bar is empty. The page has a blue header with "QA Testing" in red on the left and "Home" and "Sign out" links on the right. Below the header is a navigation bar with tabs: "Bidder Welcome" (selected), "Bidder Registration", "BuyIndiana", "Public Listing", and "MBE/WBE and Small Business". The main content area is titled "OpportunityIndiana Registration" and contains the following text:

Welcome to the OpportunityIndiana registration web pages. We need to collect the following information from you:

- Legal Name
- Owner's Gender*
- Owner's Ethnicity*
- CEO Name
- Submitter Name
- Email ID (Required in order to receive solicitations)
- Receive orders preference (email, mail or fax)
- Minority Business Enterprise (MBE) and/or Women Business Enterprise Information (WBE)
- Small Business Information
- Secretary of State Registration Information
- NAICS Code**
- Mailing Address information
- United Nations Standard Product and Services Code (UNSPSC) information

*If your business is a corporation (or has multiple owners) and are unable to declare an owner's gender and ethnicity, you will need to choose Male as the Owner Gender and Caucasian as the Owner's Ethnicity.

**The NAICS Code is also called the Business Activity Code. It can be found on the following federal Income Tax returns:

- Individual - Form 1040 - Schedule C, Page 1, Line B
- Partnership - Form 1065 - Page 1, Line C
- Corporation - Form 1120 - Page 2, Schedule K, Line 2a
- Sub Chapter S Corporations - Form 1120S - Page 1, Line B

A yellow "Next" button is located at the bottom right of the form area.

The browser window shows the Windows taskbar at the bottom with the Start button and several open applications: "Inbox - Mic...", "Windows Me...", "Sourcing Ho...", "EMPLOYEE -...", and "Document11...". The system clock in the bottom right corner shows "2:19 PM".

Step 2. Enter or change the following fields:

Vendor Legal Name – Legal name of your company

Owner's Gender – Gender of the owner

DBA Name – “Doing Business As” Name (only enter if different than your legal name)

Owner's Ethnicity – Ethnic origin of the owner of your company. If your business is a corporation (or has multiple owners) and you are unable to declare an owner's gender and ethnicity, you must choose Male as the Owner Gender and Caucasian as the Owner's Ethnicity.

CEO Name – Chief Executive Officer Name of your company

Submitter Name – Your name

Email ID – Email address used in registration

Company Web site – If you have a web site, enter it here.

I want to receive orders by – Select your preference to receive orders from the State of Indiana. Your options are Email, Fax or Regular Mail, you need to choose only email. You must check the **Notify me of Opportunities** to receive solicitations from the State Agencies.

Registered with the Secretary of State – Check this box if you are registered with the Indiana Secretary of State. If so, you will be prompted to enter your Secretary of State Control Number. You must have this number if you check this box. If you do not know it at this time, click on the link to the Secretary of State's search page. When you find your control number, return to this page to enter it.

NAICS code– Enter the North American Industry Classification System code number. If you want to search for a NAICS code, click on the link. This number can also be found on your Federal business Income Tax return on one of these pages:

- Individual - Form 1040 - Schedule C, Page 1, Line B
- Partnership - Form 1065 - Page 1, Line C
- Corporation - Form 1120 - Page 2, Schedule K, Line 2a
- Sub Chapter S Corporations - Form 1120S - Page 1, Line B

The screenshot shows a web browser window titled "EMPLOYEE - Microsoft Internet Explorer". The address bar shows "Address" and "Go". The page has a blue header with "QA Testing" in red. Below the header is a navigation bar with links: "Bidder Welcome", "Bidder Registration", "Buy Indiana", "Public Listing", and "MBE/WBE and Small Business". The main content area is a registration form. At the top, it shows "SetID: STIND" and "Bidder ID: 0000012033". The form fields are organized into two columns. The left column contains: "Vendor Legal Name:" (with a "Tool Time" placeholder), "Doing Business As Name:", "CEO Name:" (with "Tim Taylor" placeholder), "Email ID:" (with "tooltime3@hotmail.com" placeholder), "Website:", and "I want to receive orders by:" (with a dropdown menu set to "Email"). The right column contains: "Owner's Gender:" (with a "Male" dropdown), "Owner's Ethnicity:" (with a "Caucasian" dropdown), "Submitter Name:" (with "Tim Taylor" placeholder), and a checked box for "Notify me of Opportunities". Below these fields is a section titled "Registered with the Secretary of State" with an unchecked checkbox. It includes a link for users unsure of their Secretary of State Control # and a link to the "North American Industrial Classification System (business activity code)". The "NAICS Code:" field has "111" entered, with a search icon and the text "Crop Production". It also includes a link for users unsure of their NAICS Code and a "Taxpayer Identification Number:" field with "159357258" entered. At the bottom, a red text block states: "By typing in your name you are certifying the accuracy of this data. By executing this registration the vendor/contractor certifies under the pains and penalties of perjury that all of the information is true and accurate as of the date of submission." The browser status bar at the bottom shows "Done" and "Internet".

When you have completed this page, click on the yellow Next button and go to step 3 of these instructions.

Step 3. Buy Indiana information

Buy Indiana Certification - You will need to determine if you qualify as an Indiana business based on one of the five listed descriptions. Click the appropriate choice if you qualify. If you do not qualify or are not sure contact Shirley Houston at 317-232-6870.

Acceptance of Certification – You must mark the box to certify your information or you can not continue.

When you have completed this page, click on the yellow Next button and go to step 4 of these instructions.

QA Testing

Home Sign out

New Window Help

Bidder Welcome Bidder Registration **BuyIndiana** Public Listing MBEM/VBE and Small Business

SetID: STIND Bidder ID: 0000012033

Please select the category that most closely represents the status of your business with the State of Indiana.

Buy Indiana Certification

- ☒ A business whose principal place of business is located in Indiana.
- ☐ A business that pays a majority of its payroll (in dollar volume) to residents of Indiana.
- ☐ A business that employs Indiana residents as a majority of its employees.
- ☐ A business that makes significant capital investments in Indiana (1).
- ☐ A business that has a substantial positive economic impact on Indiana (1), (2).
- ☐ Business does not qualify as an Indiana Business

Please check the box acknowledging acceptance of your certification. Failure to check the certification box will cause your business to be classified as an Out of State business.

☒ I certify that the information provided above is true and accurate as of the time of this registration. I further understand that using any false or misleading information may result in prosecution for fraud, revocation of certification, and having this business placed on a suspension list barring it from contracting or doing business with the State of Indiana or any of its agencies.

Previous Next

Step 4. Public Listing information

BuyIndiana – Check this box if you want to be included in the BuyIndiana listing so other business can find you.

Affirmation for acceptance in BuyIndiana listing – Check the correct box to affirm your ability to be listed in the BuyIndiana listing.

Certification of Accuracy – You must check this box certifying your information is correct for all information supplied to the State of Indiana.

Public Web Site – List your web address for publication in the BuyIndiana listing if you want it listed.

Public Telephone – List your public telephone number for publication in the BuyIndiana listing if you want it listed.

Public Email – List your public email address for publication in the BuyIndiana listing if you want it listed.

Description of Your Business – Short description of your business to be listed in BuyIndiana listing

When you have completed this page, click on the yellow Next button and go to step 5 of these instructions.

EMPLOYEE - Microsoft Internet Explorer

File Edit View Favorites Tools

Address Go

QA Testing

Home Sign out

New Window Help

Bidder Welcome Bidder Registration BuyIndiana Public Listing MBE/WBE and Small Business

SetID: STIND Bidder ID: 0000012033

A BuyIndiana listing will let other businesses find you based on the goods and services you are interested in providing to them. To be listed you must indicate you want a listing and you must be an Indiana Business.

☒ I want my business to be listed as an Indiana Business in the "Buy Indiana" Directory.

To be listed you must affirm that at least one of these three factors is true.

☒ My business' principal place of business is in Indiana.

☐ More than 50% of my revenue comes from Indiana.

☐ More than 50% of my employees are Indiana residents.

☒ I certify that the information provided in this registration is true and accurate as of the time of this registration. I further understand that registration using any false or misleading information may result in prosecution for fraud, deletion from this website, revocation of registration, and having this business placed on a suspension list barring it from contracting with the State of Indiana or any of its agencies.

Public web site:

Public telephone:

Public email:

Description: Include a short description of your business (1000 characters).

Previous Next Next Item

Done Internet 2:22 PM

Step 5. Enter or change the following fields:

Certified Minority Business Enterprise(MBE) – Check this box if you are a certified MBE with the State of Indiana. You will be prompted to enter your MBE/WBE certification number and expiration date. Fill in as much information as you can for this.

Otherwise MBE Certified – Check this box if you are a certified MBE with another entity. If so, you will be prompted to enter that other entity.

Certified Women Business Enterprise(WBE) – Check this box if you are a certified WBE with the State of Indiana. You will be prompted to enter your MBE/WBE certification number and expiration date. Fill in as much information as you can for this.

Otherwise WBE Certified – Check this box if you are a certified WBE with another entity. If so, you will be prompted to enter that other entity.

If you are not a certified MBE/WBE, are interested in getting more information on becoming a certified MBE/WBE, click on the “Interested in becoming a certified MBE?” or “Interested in becoming a certified WBE” links.

Indiana Small Business – If you are interested in being registered as a small business, you must meet the criteria stated on the General Info page. State statute requires that you can only register for one small business classification, so if you fall under more than one category, you must pick one. If you do not qualify, simply click the “None” radio button.

When you have completed this page, click on the yellow Next button and go to step 6 of these instructions.

EMPLOYEE - Microsoft Internet Explorer

File Edit View Favorites Tools »

Address Go

QA Testing Home Sign out

Bidder Welcome Bidder Registration Buy Indiana Public Listing **MBE/WBE and Small Business**

SetID: STIND Bidder ID: 0000012033

MBE/WBE Information

☐ Minority Business Enterprise ☐ Women Business Enterprise
☐ Otherwise MBE Certified ☐ Otherwise WBE Certified

[Interested in becoming a certified Minority or Women Business Enterprise?](#)

Indiana Small Business

Small business means a business that is independently owned and operated and is not dominant in its field of operations. Small business must also satisfy one of the following areas of business. Select none if you do not meet these criteria.

☐ **Wholesale Business**
Annual sales for its most recently completed fiscal year is four million dollars (\$4,000,000) or less.

☐ **Manufacturer**
The number of its employees is one hundred (100) or less.

☐ **Construction**
Average gross annual receipts for the current and three (3) previous fiscal years is four million dollars (\$4,000,000) or less.

☐ **Service**
Average sales for the current and three (3) previous fiscal years is five hundred thousand dollars (\$500,000) or less and the number of its employees is twenty-five (25) or less.

☐ **Retail**
Average sales and receipts for the current and three (3) previous fiscal years is five hundred thousand dollars (\$500,000) or less.

☒ **None**

By typing in your name you are certifying the accuracy of this data. By executing this registration the vendor/contractor certifies under the pains and penalties of perjury that all of the information is true and accurate as of the date of submission.

Previous Next

Done Internet

Step 6. You may enter up to 4 different addresses (invoicing, remitting, returning and ordering). If they are all the same, simply enter your address using the “Remitting” address type. To enter multiple addresses, click the “+” on the top right of the address. To delete the current address, click the “-” on the top right of the address.

If you enter an address outside of the USA, please make sure you select the proper country from the country drop down prior to entering the address information.

If you enter an address, you must fill out the address 1, city, state, postal code, telephone and contact name.

If you would like to add additional address choices you will need to click the yellow + sign to add the addition addresses. When you have added all your additional addresses, click on the yellow Next button and go to step 7 of these instructions.

EMPLOYEE - Microsoft Internet Explorer

File Edit View Favorites Tools

Address Go

QA Testing

Home Sign out

Public Listing MBE/WBE and Small Business **Addresses** Goods/Services INDOT Notification

SetID: STIND Bidder ID: 0000012033

Find First 1 of 1 Last

*Address Type: ** Complete address is required. + -

Returning

Click the yellow + sign to add an address and click the yellow - sign to delete this address

Country: USA United States

Address 1: 1212 somebody way

Address 2:

Address 3:

Address 4:

City: Indianapolis

County: marion ZIP code: 46227

State: IN Indiana

*Telephone: 317/555-1212 Fax Number:

Email ID: tooltime3@hotmail.com *Contact Name: Tim Taylor

If you have more than one remittance address, please fax the additional addresses, with a completed VY-9 Taxpayer Identification Form, to Shirley Houston, Vendor Registration Coordinator, at 317-232-7312. On your cover letter, please state that you have registered your company on our web site.

<http://www.in.gov/idoa/proc/FW9.PDF>

By typing in your name you are certifying the accuracy of this data. By executing this registration the vendor/contractor certifies under the pains and penalties of perjury that all of the information is true and accurate as of the date of submission.

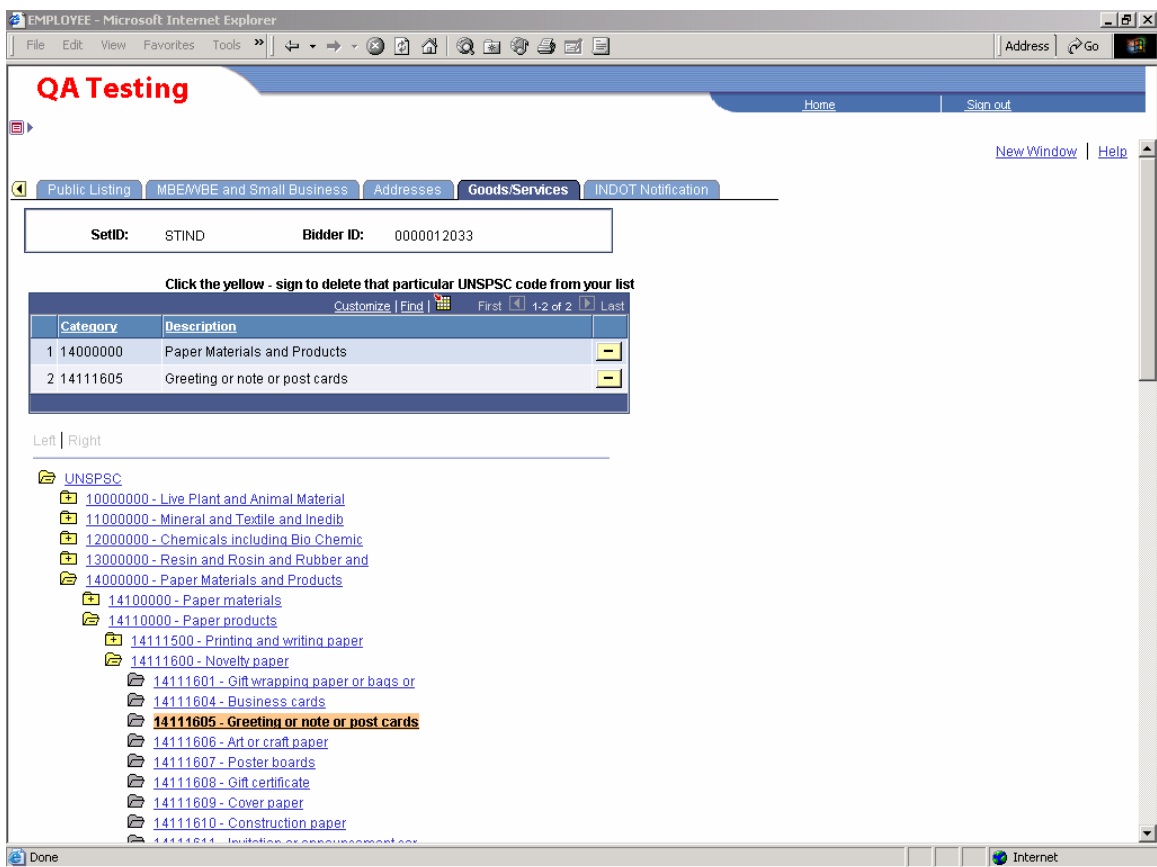
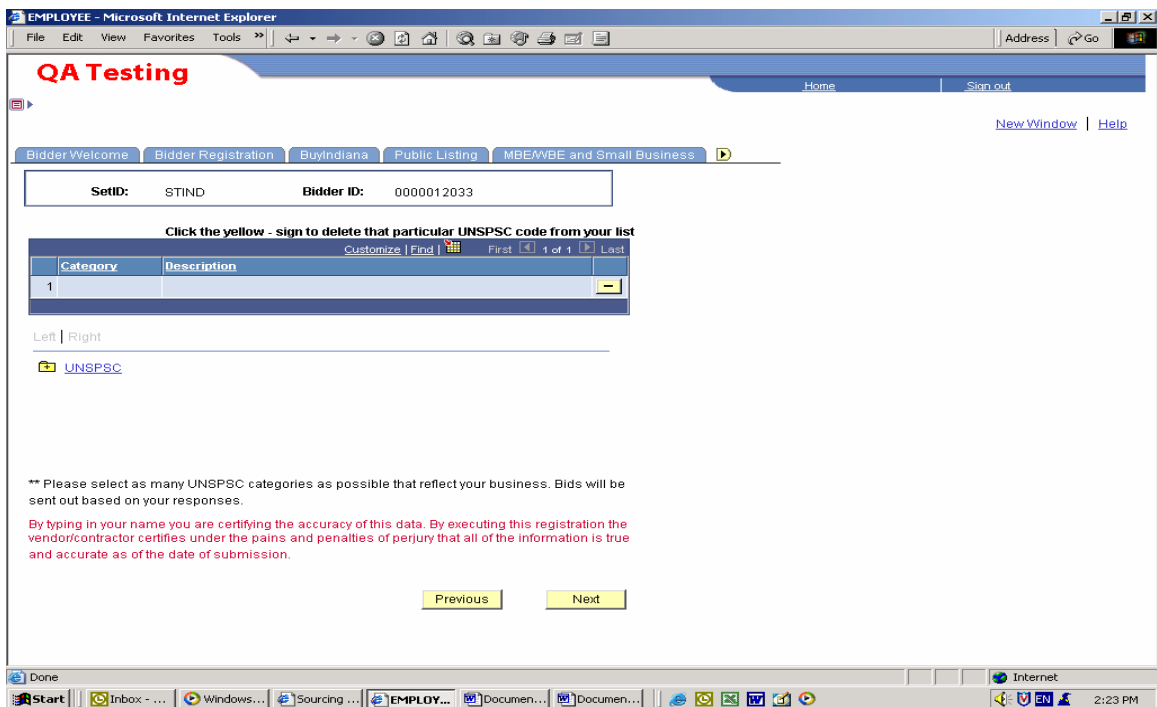
Done Internet

Step 7. If you would like to receive solicitations from the State of Indiana, you must fill out the goods/services section. We use the UNSPSC (United Nations Standard Products and Services Code) codes to categorize goods and services. The registration will only let you pick valid UNSPSC category codes.

Click on the yellow folder to the left of UNSPSC. You will see the top level categories. You may open more details by clicking the folder symbols. You may add a category by clicking on the underlined name. You may remove a category by clicking the yellow minus icon to the right of the category.

We advise that you do not make your UNSPSC choice too narrow. This will limit your opportunities for solicitations.

If you would like to add additional UNSPSC choices you will need to click the yellow + sign to select additional codes. When you have added all the UNSPSC choices, click on the yellow Next button and go to step 8 of these instructions.



Step 8. If you would like to receive solicitations from the Indiana Department of Transportation, you may click on one of the four checkboxes. Each checkbox is for a different type of purchase conducted by INDOT. We will relay your email and contact information for them to update their opportunity email list services.

Click the yellow “Save” button and go to Step 9 of these instructions.

QA Testing

Home | Sign out

New Window | Help

Public Listing | MBE/WBE and Small Business | Addresses | Goods/Services | **INDOT Notification**

SetID: STIND Bidder ID: 0000012033

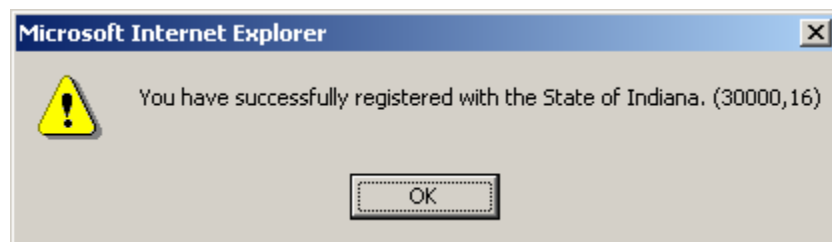
INDOT Public Involvement E-mail Lists

- ☐ Highway construction and maintenance contracts
- ☐ News on Bid Opportunities
- ☐ Transportation Enhancement Program Information
- ☐ Professional Services Bulletin Information

By typing in your name you are certifying the accuracy of this data. By executing this registration the vendor/contractor certifies under the pains and penalties of perjury that all of the information is true and accurate as of the date of submission.

Previous Save

Step 9. Once your INDOT choices have been entered, click the yellow “Save” button at the bottom right of the screen. **If you do not click save, you will not update your profile. Once bidder profile has been saved, you will receive a message saying that it has been successfully saved.**



We will immediately send an email to the email address you entered in step 2. This email will not include your mailing address(es), but it will include other information you have entered.

Step 10. Thank you for registering, you may now close your browser.